



COMMODITY SUPPLEMENTAL FOOD PROGRAM
POLICY AND PROCEDURE MANUAL

Chapter 5

Commodity Management

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COMMODITY SUPPLEMENTAL FOOD PROGRAM

POLICY AND PROCEDURE MANUAL

SUBJECT:	Multi-food Ordering and Receiving	Chapter:	5
		Section:	5.1
REFERENCES:	7 CFR 247	Page:	1 of 2
		Revised:	8-2-04

PURPOSE: To outline the Multi-food ordering and receiving process for the Commodity Supplemental Food Program in Missouri.

POLICY: The State agency manages the multi-food ordering process for the Commodity Supplemental Food Program. The local agencies order, receive and warehouse the foods.

PROCEDURES:

- A. The State receives the monthly offering information from USDA-MPRO, usually on the first day of the month and two months prior to the delivery month. For example: the food offering for the month of June is received by the state on or about April 1st.
- B. The State prepares the food order form, FNS Form 53-Multifood Requisition, Attachment 5-1, and sends it electronically to the local agencies along with the Food Order Worksheet, Attachment 5.2.
- C. The local agency completes the order on the FNS Form 53 for the delivery month with the assistance of the Food Order Worksheet.
 1. Anticipated caseload is entered on the worksheet to determine the number of cases to be ordered for each food type.
 2. The local agencies should consider existing and anticipated inventory levels when determining the number of cases to order.
 3. At least one extra month supply of each food type should be on hand at all times. On rare occasions orders cannot be filled at requested levels. The extra supply is needed to assure that complete packages can be assembled.
- D. The local agency electronically submits the FNS Form 53 to the State agency by the specified deadline, usually the 15th of the same month. For example: the FNS Form 53 for the food to be delivered the month of June is due to the state on or about April 15th.
- E. The State reviews FNS Form 53 from all local agencies and submits them electronically to USDA-MPRO by the specified deadline, usually the 18th of the same month.



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	Section: 5.1
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- F. USDA-MPRO enters all Multi-food orders into the national computerized ordering database currently referred as PCIMS and sends the Multi-food Requisition Report, generated by the database, to the states, usually by the end of the same month.
- G. The State reviews the Multi-food Requisition Report and notifies MPRO if any discrepancies are identified.
- H. The PCIMS database determines the adequacy of current supplies to fill the food orders nation-wide. If shortages exist:
1. A fair share amount will be assigned to each state. USDA-MPRO will notify the State.
 2. The State will coordinate with the local agencies to allocate Missouri's fair share amount and to make appropriate substitutions.
 3. Revised Multi-food Requisition Reports may be issued.
- I. The national multi-food contractor, currently Americold Logistics, will determine truckload deliveries based on the final orders in PCIMS. Consignee Receipts (CR) will be generated and duplicate copies sent to the State, usually by the 20th of the month before the delivery month. For example, the CRs for June food deliveries will usually be received by the 20th of May.
- J. The State reviews the CRs, retains one copy and mails the other copy to the local agency. The CR is used by the local agency as the receiving documentation. The CRs may be faxed and then mailed if received too late to guarantee receipt by the 1st of the month.
- K. The truck driver will contact the local agency to schedule deliveries. The local agency must follow the instructions in the USDA publication "Receipting for USDA Commodities, Household Consignee Version (Multi-food Shipments from Warehouse)" dated July 2001. The Consignee Receipt must be completed as food deliveries arrive.
- L. If overages, shortages or damage are noted, the local agency will notify the State and complete FNS Form 57 in accordance with the USDA publication cited in K above.
- M. The local agency must fax the completed Consignee Receipts to the State agency after all truckloads are received.



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SUBJECT:	Direct Shipment Ordering and Receiving	Chapter:	5
		Section:	5.2
REFERENCES:	7 CFR 247	Page:	1 of 2
		Revised:	8-12-04

PURPOSE: To outline the process for ordering and receiving direct shipments for the Commodity Supplemental Food Program in Missouri.

POLICY: The State agency manages the direct shipment food ordering process for the Commodity Supplemental Food Program. The local agencies order, receive and warehouse the foods.

PROCEDURES:

- A. The State receives the quarterly offering information from USDA-MPRO, usually around the first day of the last month of the quarter and two quarters prior to the delivery quarter. For example: the food offering for the quarter of Jan-Mar is received by the state on or about September 1st.
- B. The State agency monitors items offered and quantities ordered by all contractors with the intent to utilize direct shipments when possible. Direct shipments may be split between as many as three locations, but the minimum delivery to any location is 25% of a truckload.
- C. The State prepares the food order plan projecting out several quarters. The local agencies receiving direct shipments are provided a copy of the plan electronically to review and comment.
- D. The local agency notifies the State agency via email by the designated deadline if additions or deletions to the direct delivery plan are desired.
- E. The State enters and tracks direct shipment orders into the USDA Electronic Commodity Ordering System (ECOS).
- F. The USDA Farm Service Agency's Kansas City Commodity Office will generate a Forwarding Notice (FN) and sends duplicate copies to the State.
- G. The State reviews the FN, retains one copy and mails the other copy to the local agency. The FN is used by the local agency as the receiving documentation. The FN may be faxed and then mailed if received too late to guarantee receipt by the 1st of the delivery month.
- H. The truck driver will contact the local agency to schedule deliveries. The local agency must follow the instructions in the USDA publication "Receiving for USDA



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SUBJECT: Direct Shipment Ordering and Receiving	Chapter: 5
	Section: 5.2
REFERENCES: 7 CFR 247	Page: 2 of 2
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Commodities, Direct Shipment Version (Shipments to State Facilities)” dated September 2001. The FN must be completed as shipments arrive.

- I. If overages, shortages or damage are noted, the local agency will notify the State agency and complete FNS Form 57 in accordance with the USDA publication cited in K above.
- J. The local agency must fax the completed FN to the State agency after the truckload is received.



COMMODITY SUPPLEMENTAL FOOD PROGRAM

POLICY AND PROCEDURE MANUAL

SUBJECT:	Food Package Assembly	Chapter:	5
		Section:	5.3
REFERENCES:	7 CFR 247.6(j)(iv)	Page:	1 of 1
		Revised:	8-19-04

PURPOSE: To provide guidelines for the assembling of food packages for the Commodity Supplemental Food Program in Missouri.

POLICY: Local agency shall assemble food packages in accordance with Missouri Department of Health and Senior Services CFSP Food Package Monthly Distribution Rates and program regulations.

PROCEDURES:

- A. Foods required to be included in food packages, based on age and category, are listed in the Missouri Department of Health and Senior Services CSFP Food Package Maximum Monthly Distribution Rates, Effective August 2004, Attachments 5.3A and 5.3B.
- B. Partial food packages MAY NOT be distributed.
- C. Different packages must be assembled for the following categories:
 - 1. Infants 0-3 months
 - 2. Infants 4-12 months
 - 3. Children 1 year of age
 - 4. Children age 2 until 6 year birth month.
 - 5. Pregnant and breastfeeding women
 - 6. Elderly and non-breastfeeding postpartum women
- D. A food package tracking system must be devised to identify the content of each package so that an accurate by unit end of the month inventory can be accomplished (see Policy 5.5). The food package tracking system should identify the following:
 - 1. Either the pack month and year or the intended distribution month and year
 - 2. The category (see C. above)
 - 3. The specific food items in the package. Document the contents of the first package and assign an alpha or numeric code. If there is a change in food items during package assembly, for instance the corn runs out and green beans are substituted, a new code should be assigned and the new contents documented for that code.



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SUBJECT:	Food Package Distribution	Chapter:	5
		Section:	5.4
REFERENCES:	7 CFR 247	Page:	1 of 1
		Revised:	8-12-04

PURPOSE: To provide guidelines for the distribution of food packages for the Commodity Supplemental Food Program in Missouri.

POLICY: Local agency shall assure that supplemental food packages are distributed in accordance with Program regulations.

PROCEDURES:

- A. Local agencies are responsible for recruiting and/or establishing food distribution sites. Each site must conform to local, state and federal health standards and must enter into an agreement with the local agency to assure proper food handling, storing, and distribution procedures and recording requirements are maintained.
- B. The local agency shall provide the name and address of each certification, food distribution and storage site under its jurisdiction either with the local agencies application for the Commodity Supplemental Food Program or when written agreements are established.
- C. The written agreements with other agencies shall:
 1. State the Program responsibilities of the other agency.
 2. Be approved by the State.
 3. Be on file with both the local agency and the State.
- D. Distribution sites, under agreement with the food banks, shall assure that adequate care and security is provided for the food while in their possession. Foods will be stored in adequate and secured areas at each distribution site to safeguard them from spoilage, infestation, fire and other losses. These storage areas may also be used to store The Emergency Food Assistance Program (TEFAP) commodities or other USDA foods for local use and distribution. Inventory and distribution amounts as well as participant data will be reported to the local agency each month.
- E. Participants will pick up food packages at their designated distribution site once each month during the distribution site's normal hours of operation. Staff at the site will verify recipient eligibility prior to distributing the foods and must require participant or proxy to sign for the receipt of food packages.



COMMODITY SUPPLEMENTAL FOOD PROGRAM

POLICY AND PROCEDURE MANUAL

SUBJECT:	Inventory Control and Reports	Chapter:	5
		Section:	5.5
REFERENCES:	7 CFR 247	Page:	1 of 2
		Revised:	8-12-04

PURPOSE: To outline inventory control and reporting requirements for the Commodity Supplemental Food Program.

POLICY: Local agency staff members are responsible for maintaining a system that will account for all foods received and distributed, in accordance with Program regulations and for submitting required reports.

PROCEDURES:

- A. The state provides an electronic spreadsheet facsimile of the FNS 153, Monthly Report of the CSFP and Quarterly Financial Status Report, Attachment 5.4, to each local agency. The state maintains a master spreadsheet for each local agency and forwards updates periodically. The FNS 153 carries over the ending inventory from the previous month to provide the beginning inventory for the report month. Local agencies must enter food receipts, distributions or issuances and all other commodity activity for the report month.
- B. Local agencies must conduct a per unit month-end physical inventory of all commodity foods on hand including the content of undistributed food packages located in the warehouse and at distribution sites. For a sample inventory form, see Attachment 5.5 Physical Inventory.
- C. Local agencies shall compare the agency-wide per unit physical inventory with the ending inventory calculated on the FNS 153 (see A. above). The ending inventory calculated on the FNS 153 must equal the physical inventory amounts.
 1. If the physical inventory differs from the ending inventory reflected in column 15 (when the FNS 153 is completed through column 13 per A above), the local agency must show positive or negative adjustments in column 14 to cause the calculated ending inventory to agree with the actual physical inventory amounts.
 2. If adjustments reflected in column 14 are greater than the a few cases of a single product, a written explanation is required.
- D. The FNS 153 must be submitted to the State by the 20th day of the following month.
- E. The local agency must report food losses due to damage, spoilage or infestation in column 12(C) of the FNS 153. In the event there are losses of more than a few cases of a single product or more than \$100.00, state approval is required before the food can be destroyed.



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- F. If neglect, carelessness, and/or willful mishandling cause damage to or loss of USDA donated food or if USDA donated foods are used or distributed improperly, local agencies, warehouse personnel and other persons are subject to a claim determination and the corresponding repayment responsibility.

U.S. Department of Agriculture
Multi-Food Requisition For JUNE 2004

DA Name	Missouri Depart of Health & Senior S	Quarter	Q3	FNS USE ONLY
Date	DUE to MDHSS by Apr 15, 2004	Delivery Year	F	Req No. <input style="width: 80px;" type="text"/>
Signature	_____	Comm Group	93	
		DA Code	329	Received _____
		Outlet	CSFP	To PCIMS _____
		End Ship Date	6/15/2004	
		Entity Code	_____	
		City	_____	
Use Only For JUNE 2004 Orders				

REMARKS:					
MAXIMUM TRUCK WT: 38,000 lbs. - ORDERS LESS THAN 30,000 lbs. SUBJECT TO USDA APPROVAL					TOTAL ORDER WT: 0
FNS CODE	SHORT TITLE	PACK SIZE	NO. CASES ORDERED	CASE NET WT	TOTAL WT
A059	BEANS GREEN 300	24/#300 CAN		21.75	0
A090	BEANS VEG 300	24/#300 CAN		24.00	0
A098	CARROTS 300	24/#300 CAN		22.50	0
A119	CORN KERNEL 300	24/#300 CAN		22.90	0
A122	CORN CREAM 300	24/#300 CAN		22.50	0
A144	PEAS 300	24/#300 CAN		22.50	0
A164	PUMPKIN 300	24/#300 CAN		22.50	0
A167	SPINACH 300	24/#300 CAN		21.00	0
A170	POTATOES SLC 300	24/#300 CAN		24.00	0
A196	POTATOES DEHY 12	12/1 LB PKG		12.00	0
A223	SWEET POTATOES 300	24/#300 CAN		22.50	0
A240	TOMATOES 300	24/#300 CANS		21.75	0
A279	CRNBRY APPLE J	12/46 OZ		37.50	0
A280	GRAPEFRUIT J	12/46 OZ CAN		37.00	0
A282	APPLE J	12/46 OZ CAN		37.50	0
A284	GRAPE JUICE 46	12/46 OZ CTN		38.20	0
A285	GRAPE J	12/46 OZ CAN		38.00	0
A286	PINEAPPLE J	12/46 OZ CAN		37.70	0
A290	TOMATO J	12/46 OZ CAN		36.50	0
A300	ORANGE J	12/46 OZ CAN		37.50	0
A351	APPLESAUCE 300	24/#300 CAN		22.50	0
A353	APRICOTS HALVES 300	24/#300 CAN		22.50	0
A403	F COCKTAIL 300	24/#300 CAN		22.50	0
A411	PEACHES CLING 300	24/#300 CAN		22.50	0
A437	PEARS 300	24/#300 CAN		22.50	0
A446	PINEAPPLE 2	24/#2 CAN		30.00	0
A501	RAISINS 24 (P Code)	24/15 OZ PKG		22.50	0
A562	CHICKEN CND	24/29 OZ CAN		43.50	0
A570	EGG MIX 6	48/6 OZ PKG		18.00	0
A590	BEEF STEW CHUNKY	24/24 OZ CAN		36.00	0
A610	BEEF NJ	24/29 OZ CAN		43.50	0
A630	PORK NJ	24/29 OZ CAN		43.50	0
A743	TUNA 12	24/12 OZ CAN		18.00	0
A910	BEANS BLKEYE 2	12/2 LB PKG		24.00	0

Food Order Worksheet

Revised August 2004

	Percent	0.1%	0.1%	1.0%	1.0%	1.0%	96.9%		
	Pkg/Case	Infants 0-3 months	Infants 4-12 months	Children 1 yr of age	Children 2 up 6th birthday	Women Pregnant/ Breastfeeding	Nonbreastfd. Postpartum Elderly	Total Units to Order	Total Cases to Order
Enter estimated no.to be served		1	1	10	10	10	1000	1032	2,091.7
INFANT FORMULA, POWDERED 14.1 OUNCE CAN	6	9	9					18	3.0
CEREAL, DRY READY TO EAT * 12 TO 18 OZ PACKAGE	12			20	20	20	2000	2060	171.7
or FARINA * - 14 OZ PACKAGE	24			20	20	20	2000	2060	85.8
OATMEAL - 3 LB PACKAGE	12			10	10	10	1000	1030	85.8
or GRITS ** - 5 LB PACKAGE				5	5	5	500	515	
INFANT CEREAL - 8 OZ PACKAGE	12		2					2	0.2
JUICE - 46 OZ CAN	12			40	40	50	3000	3130	260.8
MEAT/POULTRY - 29 OZ CAN & BEEF STEW CHUNKY - 24 OZ CAN	24			10	10	10	1000	1030	42.9
or MEATBALL STEW-15 OZ CAN***	24			20	20	20	2000	2060	85.8
or TUNA FISH - 12 OZ CAN	24			20	20	20	2000	2060	85.8
or SALMON - 14.75 OZ CAN	24			20	20	20	2000	2060	85.8
or EGG MIX, DRY - 6 OZ PKG	48			20	20	20	2000	2060	42.9
MILK: EVAPORATED-12 OZ CANS ****	24			330					-
or EVAPORATED-12 OZ CAN*****	24				50	110	3000	3160	131.7
and INSTANT NONFAT DRY- 25.6 OZ PKG *****	12				10.0	10.0	1,000.0	1020	85.0
PEANUT BUTTER - 18 OZ. JAR or PEAS/BEANS, DRY - 2 LB PKG	12			10	10	10	1000	1030	85.8
MACARONI - 1 LB PKG or POTATOES, DEHY - 1 LB PKG or SPAGHETTI - 2 LB PKG or RICE - 2 LB PKG or GRITS - 5 LB PKG **	24			20	20	20	2000	2060	85.8
PROCESS AMERICAN CHEESE - 2 LB PACKAGE	12			10	10	10	1000	1030	85.8
FRUITS - 15 OR 16 OZ CAN	24			20	20	40	2000	2080	86.7
VEGETABLES - 15 OR 16 OZ CAN	24			40	40	60	4000	4140	172.5

mix and
match cereal
and farina

or provide
one oatmeal
or serve
grits only
every other month

one can
or each
or
or mix and
match
or
or
or

1
serve monthly
while bonus
supply lasts

one per month
or
one per month

serve 2
or macaroni
or one
or potato,
spaghetti,
or rice, or
1 grit every
other month

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
CSFP FOOD PACKAGE
MAXIMUM MONTHLY DISTRIBUTION RATES
EFFECTIVE AUGUST 1, 2004

COMMODITY	INFANTS		CHILDREN 1 YEAR OF AGE UP TO THEIR SIXTH BIRTHDAY	PREGNANT/ BREASTFEEDING WOMEN	NONBREASTFEEDING/ POSTPARTUM WOMEN AND ELDERLY
	0-3 MONTHS	4-12 MONTHS			
INFANT FORMULA, POWDERED 14.1 OZ CAN	9 CANS	9 CANS			
CEREAL, DRY READY TO EAT * 18 OZ PACKAGE			2 PACKAGES or	2 PACKAGES or	2 PACKAGES or
or FARINA * - 14 OZ PACKAGE			2 PACKAGES or	2 PACKAGES or	2 PACKAGES or
or GRITS ** - 5 LB PACKAGE			1 PKG EVERY OTHER MONTH or	1 PKG EVERY OTHER MONTH or	1 PKG EVERY OTHER MONTH or
OATMEAL - 3 LB PACKAGE			1 PACKAGE	1 PACKAGE	1 PACKAGE
INFANT CEREAL - 8 OZ PACKAGE		2 PKGS			
JUICE - 46 OZ CAN			4 CANS	5 CANS	3 CANS
MEAT/POULTRY - 29 OZ CAN & BEEF STEW CHUNKY - 24 OZ CAN			1 CAN or "	1 CAN or "	1 CAN or "
or MEATBALL STEW-15 OZ CAN***			2 CANS or	2 CANS or	2 CANS or
or TUNA FISH - 12.5 OZ CAN			2 CANS or	2 CANS or	2 CANS or
or SALMON - 14.75 OZ CAN			2 CANS or	2 CANS or	2 CANS or
or EGG MIX, DRY - 6 OZ PKG			2 PKGS	2 PKGS	2 PKGS

COMMODITY	INFANTS 0-3 MONTHS 4-12 MONTHS	CHILDREN 1 YEAR OF AGE UP TO THEIR SIXTH BIRTHDAY		PREGNANT/ BREASTFEEDING WOMEN	NONBREASTFEEDING/ POSTPARTUM WOMEN AND ELDERLY
MILK: EVAPORATED-12 OZ CANS **** or EVAPORATED-12 OZ CAN***** and INSTANT NONFAT DRY- 25.6 OZ PKG *****		1 year of age	2 years old up to 6th birthday	11 CANS and 1 PKG EVERY OTHER MONTH	3 CANS and 1 PKG EVERY OTHER MONTH
		33 CANS each mo.	5 CANS each month and 1 PKG EVERY OTHER MONTH		
PEANUT BUTTER-18 OZ CAN or PEAS/BEANS, DRY - 2 LB PKG		1 CAN EVERY MONTH or 1 PKG PER MONTH		1 CAN EVERY MONTH or 1 PKG PER MONTH	1 CAN EVERY MONTH or 1 PKG PER MONTH
POTATOES, DEHY - 1 LB PKG or MACARONI - 1 LB PKG or SPAGHETTI - 2 LB PKG or RICE - 2 LB PKG or GRITS - 5 LB PKG **		1 PKG or 2 PKG or 1 PKG or 1 PKG or 1 PKG EVERY OTHER MONTH		1 PKG or 2 PKG or 1 PKG or 1 PKG or 1 PKG EVERY OTHER MONTH	1 PKG or 2 PKG or 1 PKG or 1 PKG or 1 PKG EVERY OTHER MONTH
PROCESS AMERICAN CHEESE - 2 LB PACKAGE		1 PKG		1 PKG	1 PKG
FRUITS - 15 OR 16 OZ CAN		2 CANS		4 CANS	2 CANS
VEGETABLES - 15 OR 16 OZ CAN		4 CANS		6 CANS	4 CANS

-

NOTES:

*ADDITIONAL PACKAGE SIZES MAY BE AVAILABLE. THE DISTRIBUTION RATE FOR ALL SIZES IS 2 PKGS PER MONTH. A COMBINATION OF 1 PKG DRY READY TO EAT CEREAL AND 1 PKG OF FARINA MAY BE PROVIDED.

**THE DISTRIBUTION RATE FOR GRITS IS 5 POUNDS EVERY OTHER MONTH AS A CEREAL OR SIDE DISH SUBSTITUTE.

***PARTICIPANTS CAN SELECT TWO ITEMS PER MONTH FROM THE FOLLOWING FOOD ITEMS: TUNA, MEATBALL STEW, SALMON AND EGG MIX.
FOR EXAMPLE, PARTICIPANTS CAN SELECT TWO CANS OF TUNA OR ANY OF THE FOLLOWING COMBINATIONS FOR A MONTH:

ONE CAN TUNA AND ONE CAN OF MEATBALL STEW

or

ONE CAN TUNA AND ONE CAN OF SALMON

or

ONE CAN TUNA AND ONE PACKAGE OF EGG MIX

****CHILDREN 1 YEAR OF AGE UP TO THEIR SECOND BIRTHDAY MAY RECEIVE: 33 12 OZ CANS OF EVAPORATED MILK EACH MONTH.

*****CHILDREN 2 YEARS OF AGE UP TO THEIR SIXTH BIRTHDAY MAY RECEIVE A COMBINATION OF 5 12 OZ CANS OF EVAPORATED MILK EACH MONTH AND 1 25.6 OZ PACKAGE OF INSTANT NONFAT DRY MILK EVERY OTHER MONTH.

**COMMODITY SUPPLEMENTAL FOOD PROGRAM
MAXIMUM FOOD DISTRIBUTION RATES**

Attachment 5.3B

INFANTS

COMMODITY	0 THROUGH 3 MONTHS	4 THROUGH 12 MONTHS
INFANT FORMULA, POWDERED 14.1 OZ. CAN	9 CANS	9 CANS
INFANT CEREAL 8 OUNCE PACKAGE		2 PACKAGES

CHILDREN 1 YEAR OF AGE UP THEIR SIXTH BIRTHDAY

COMMODITY	DISTRIBUTION RATES	
CEREAL, DRY, READY TO EAT ¹ 18 OUNCE PACKAGE	2 PACKAGES, OR	
OR FARINA ¹ – 14 OUNCE PACKAGE	2 PACKAGES, OR	
OR GRITS ² – 5 POUND PACKAGE	1 PACKAGE EVERY OTHER MONTH, OR	
OATMEAL – 3 POUND PACKAGE	1 PACKAGE	
JUICE – 46 OUNCE CAN	4 CANS	
MEAT/POULTRY - 29 OUNCE CAN, AND BEEF STEW CHUNKY – 24 OUNCE CAN	1 CAN, OR	
OR MEATBALL STEW ³ – 15 OUNCE CAN	2 CANS, OR	
OR TUNA FISH – 12.5 OUNCE CAN	2 CANS, OR	
OR SALMON – 14.75 OUNCE CAN	2 CANS, OR	
OR EGG MIX, DRY – 6 OUNCE PACKAGE	2 PACKAGES	
PEANUT BUTTER – 18 OZ. JAR	1 JAR EVERY MONTH, OR	
OR PEAS/DRY BEANS, 2 POUND PACKAGE	1 PACKAGE PER MONTH	
POTATOES, DEHYDRATED – 1 POUND PKG.	1 PACKAGE, OR	
OR MACARONI – 1 POUND PACKAGE	2 PACKAGES, OR	
OR SPAGHETTI – 2 POUND PACKAGE	1 PACKAGE, OR	
OR RICE – 2 POUND PACKAGE	1 PACKAGE, OR	
OR GRITS – 5 POUND PACKAGE ²	1 PACKAGE EVERY OTHER MONTH	
AMERICAN CHEESE – 2 POUND PACKAGE	1 PACKAGE	
FRUITS – 15 OR 16 OUNCE CAN	2 CANS	
VEGETABLES – 15 OR 16 OUNCE CAN	4 CANS	
	1 YEAR OF AGE	2 YEARS UP TO SIXTH BIRTHDAY
EVAPORATED MILK – 12 OUNCE CANS ⁴	33 CANS	
OR EVAPORATED MILK – 12 OUNCE CANS ⁵		5 CANS, AND
AND INSTANT NONFAT DRY MILK 25.6 OUNCES		1 PACKAGE EVERY OTHER MONTH

- Additional package sizes may be available. The distribution rate for all sizes is 2 packages per month. A combination of 1 package dry ready to eat cereal and 1 package of farina may be provided.
- The distribution rate for grits is 5 pounds every other month as a cereal or as a side dish substitute.
- Participants can select two items per month from the following food items: tuna, meatball stew, salmon, and egg mix. For example, participants can select two cans of tuna or any of the following combinations for the month:
 - one can of tuna and one can of meatball stew; or
 - one can of tuna and one can of salmon; or
 - one can of tuna and one package of egg mix.
- Children 1 year of age up to their second birthday may receive 33 12 ounce cans of evaporated milk each month.
- Children 2 years of age up to their sixth birthday may receive a combination of 5 12-ounce cans of evaporated milk each month and 1 25.6 ounce package of instant nonfat dry milk every other month.

**COMMODITY SUPPLEMENTAL FOOD PROGRAM
MAXIMUM FOOD DISTRIBUTION RATES**

PREGNANT AND BREASTFEEDING WOMEN

COMMODITY	DISTRIBUTION RATES
CEREAL, DRY, READY TO EAT ¹ 18 OUNCE PACKAGE	2 PACKAGES, OR
OR FARINA ¹ – 14 OUNCE PACKAGE	2 PACKAGES, OR
OR GRITS ² – 5 POUND PACKAGE	1 PACKAGE EVERY OTHER MONTH, OR
OATMEAL – 3 POUND PACKAGE	1 PACKAGE
JUICE – 46 OUNCE CAN	5 CANS
MEAT/POULTRY - 29 OUNCE CAN, AND BEEF STEW CHUNKY – 24 OUNCE CAN	1 CAN, OR
OR MEATBALL STEW ³ – 15 OUNCE CAN	2 CANS, OR
OR TUNA FISH – 12.5 OUNCE CAN	2 CANS, OR
OR SALMON – 14.75 OUNCE CAN	2 CANS, OR
OR EGG MIX, DRY – 6 OUNCE PACKAGE	2 PACKAGES
PEANUT BUTTER – 18 OZ. JAR	1 JAR EVERY MONTH, OR
OR PEAS/DRY BEANS, 2 POUND PACKAGE	1 PACKAGE PER MONTH
POTATOES, DEHYDRATED – 1 POUND PKG.	1 PACKAGE, OR
OR MACARONI – 1 POUND PACKAGE	2 PACKAGES, OR
OR SPAGHETTI – 2 POUND PACKAGE	1 PACKAGE, OR
OR RICE – 2 POUND PACKAGE	1 PACKAGE, OR
OR GRITS – 5 POUND PACKAGE ²	1 PACKAGE EVERY OTHER MONTH
AMERICAN CHEESE – 2 POUND PACKAGE	1 PACKAGE
FRUITS – 15 OR 16 OUNCE CAN	4 CANS
VEGETABLES – 15 OR 16 OUNCE CAN	6 CANS
EVAPORATED MILK – 12 OUNCE CANS	11 CANS, AND
AND INSTANT NONFAT DRY MILK 25.6 OUNCES	1 PACKAGE EVERY OTHER MONTH

6. Additional package sizes may be available. The distribution rate for all sizes is 2 packages per month. A combination of 1 package dry ready to eat cereal and 1 package of farina may be provided.
7. The distribution rate for grits is 5 pounds every other month as a cereal or as a side dish substitute.
8. Participants can select two items per month from the following food items: tuna, meatball stew, salmon, and egg mix. For example, participants can select two cans of tuna or any of the following combinations for the month:
 - a. one can of tuna and one can of meatball stew; or
 - b. one can of tuna and one can of salmon; or
 - c. one can of tuna and one package of egg mix.

**COMMODITY SUPPLEMENTAL FOOD PROGRAM
MAXIMUM FOOD DISTRIBUTION RATES**

**NONBREASTFEEDING AND POSTPARTUM WOMEN
AND ELDERLY**

COMMODITY	DISTRIBUTION RATES
CEREAL, DRY, READY TO EAT ¹ 18 OUNCE PACKAGE	2 PACKAGES, OR
OR FARINA ¹ – 14 OUNCE PACKAGE	2 PACKAGES, OR
OR GRITS ² – 5 POUND PACKAGE	1 PACKAGE EVERY OTHER MONTH, OR
OATMEAL – 3 POUND PACKAGE	1 PACKAGE
JUICE – 46 OUNCE CAN	3 CANS
MEAT/POULTRY - 29 OUNCE CAN, AND BEEF STEW CHUNKY – 24 OUNCE CAN	1 CAN, OR
OR MEATBALL STEW ³ – 15 OUNCE CAN	2 CANS, OR
OR TUNA FISH – 12.5 OUNCE CAN	2 CANS, OR
OR SALMON – 14.75 OUNCE CAN	2 CANS, OR
OR EGG MIX, DRY – 6 OUNCE PACKAGE	2 PACKAGES
PEANUT BUTTER – 18 OZ. JAR	1JAR EVERY MONTH, OR
OR PEAS/DRY BEANS, 2 POUND PACKAGE	1 PACKAGE PER MONTH
POTATOES, DEHYDRATED – 1 POUND PKG.	1 PACKAGE, OR
OR MACARONI – 1 POUND PACKAGE	2 PACKAGES, OR
OR SPAGHETTI – 2 POUND PACKAGE	1 PACKAGE, OR
OR RICE – 2 POUND PACKAGE	1 PACKAGE, OR
OR GRITS – 5 POUND PACKAGE ²	1 PACKAGE EVERY OTHER MONTH
AMERICAN CHEESE – 2 POUND PACKAGE	1 PACKAGE
FRUITS – 15 OR 16 OUNCE CAN	2 CANS
VEGETABLES – 15 OR 16 OUNCE CAN	4 CANS
EVAPORATED MILK – 12 OUNCE CANS	3 CANS, AND
AND INSTANT NONFAT DRY MILK 25.6 OUNCES	1 PACKAGE EVERY OTHER MONTH

9. Additional package sizes may be available. The distribution rate for all sizes is 2 packages per month. A combination of 1 package dry ready to eat cereal and 1 package of farina may be provided.
10. The distribution rate for grits is 5 pounds every other month as a cereal or as a side dish substitute.
11. Participants can select two items per month from the following food items: tuna, meatball stew, salmon, and egg mix. For example, participants can select two cans of tuna or any of the following combinations for the month:
 - a. one can of tuna and one can of meatball stew; or
 - b. one can of tuna and one can of salmon; or
 - c. one can of tuna and one package of egg mix.

10/6/2004

Attachment 5.4

Month: February 2003

Name of Food Bank

DA CODE 329

Infants (0-3) Mos (N) a	Infants (4-12) Mos (I) (b)	Children 1 yr old (T)	Children 2 thru 5 yrs (C)	P/BF Women P/B	PP Women (L)	Total WIC's	Total Elderly (S)	Total CSFP Participants
			27		1	28	1,159	1,187

DA CODE 329		Units per case Cases Received																
6. Commodity Name	6A. Code			7	8	9	10	11		12 Commodity Activity				13	14 Adjustments		15	
								Commodity Issuance	Total Units Issued (A)	Redonations Out (B)	Food Loss (C)	Nut. Ed (D)	Total Activity		Pos Adj (A)	Neg Adj (B)		Ending Inventory
Green Beans 300	A059	24	126	24/300 can	9,000	3,024		12,024		994	994				994	8		11,038
Carrots 300	A098	24	125	24/300 can	8,998	3,000		11,998		994	994		2		996			11,002
Corn Kernel 300	A119	24		24/300 can	432	-		432	4	334	338				338			94
Pumpkin 300	A164	24		24/300 can	1,813	-		1,813	54	1,326	1,380		1		1,381			432
Swt Potatoes 300	A223	24		24/300 can	1,348	-		1,348	50	992	1,042				1,042			306
Cranberry-Apple J	A279	12		12/46 oz.	949	-		949	36	259	295				295	1		655
Grapefruit J	A280	12		12/46 oz.	-	-		-			-				-			-
Apple J	A282	12		12/46 oz.	7,002	-		7,002	72	870	942		2		944		2	6,056
Tomato J	A290	12	120	12/46 oz.	3,654	1,440		5,094		1,626	1,626				1,626			3,468
Cranberry J Con	A297	12		12/11.5 oz.	-	-		-			-				-			-
Orange J	A300	12	259	12/46 oz.	5,694	3,108		8,802		725	725		2		727	1		8,076
Applesauce 300	A351	24	126	24/300 can	6,474	3,024		9,498	4	352	356		2		358	2		9,142
Apricot Halves 300	A353	24		24/#300 can	-	-		-			-				-			-
F Cocktail 300	A403	24		24/300 can	4,446	-		4,446	50	1,968	2,018				2,018	4		2,432
Chicken CND	A562	24	63	24/29 oz.	4,536	1,512		6,048		497	497				497			5,551
Beef NJ	A610	24		24/29 oz.	614	-		614	27	496	523				523			91
Pork NJ	A630	24		24/29 oz.	214	-		214		167	167				167			47
Cheese 24	B061	12	125	12/2 lbs.	5,266	1,500		6,766	27	1,160	1,187				1,187			5,579
Evap 12	B081	48		48/12 FL oz.	-	-		-			-				-			-
INSTANT 2	B095	12	125	12/25.6 oz.	4,013	1,500		5,513	18	984	1,002				1,002	40		4,551
Evap 24	B117	24	193	24/12 FL oz.	18,390	4,632		23,022	135	3,480	3,615		1		3,616		1	19,405
Formula Powder 14.1	B158	6		6/14.1 oz.	96	-		96			-				-			96
Farina	B160	24		24/14 oz.	-	-		-			-				-			-
Cereal Infant R8	B161	12		12/8 oz.	24	-		24			-				-			24
Macaroni 1	B425	24	125	24/1 lbs.	8,988	3,000		11,988	36	994	1,030		6		1,036	6		10,958
Oats 3	B445	12		12/3 lbs.	10	-		10	7		7				7			3
PB 2	B470	24		24/2 lbs.	-	-		-			-				-			-
PB Smith 2	B474	12	125	12/2lbs.	5,257	1,500		6,757	27	1,160	1,187		8		1,195	2		5,564
Chunky RDU-Fat 2	B488	24		24/2 lbs.	-	-		-			-				-			-
Rice 2	B510	24		24/2 lbs.	-	-		-			-				-			-
Spaghetti 2	B835	12		12/2 lbs.	760	-		760	9	663	672				672			88
Cereal Oats 15	B853	12	250	12/15 oz.	7,174	3,000		10,174	40	992	1,032				1,032		12	9,130
Cereal Oats 15.5	B854	12		12/15.5 oz.	-	-		-			-				-			-
Cereal Crn & Rice 12	B855	14		14/12 oz.	3,136	-		3,136		994	994				994			2,142
Cereal Oats	B860	24		24/15 oz.	-	-		-			-				-			-
Cereal Oats 16	B861	12		12/16 oz.	-	-		-			-				-			-
Cereal Rice	B865	14		14/13.5 oz.	224	-		224			-				-			224
Cereal Wheat RTE 16	B872	14		14/16 oz.	-	-		-			-				-			-
Cerl Crn Flk 18	B879	12		12/18 oz.	428	-		428		334	334				334			94
				-	-	-		-			-				-			-

16. REMARKS (PROVIDE EXPLANATION AS REQUESTED PER INSTRUCTIONS) (ATTACH ADDITIONAL SHEETS AS DEEMED NECESSARY.)

17. SIGNATURE	18. TITLE	19. DATE	20. CSFP ADMIN	A. OUTLAYS	B. UNLIQ. OBLIGATION	C. TOTAL	D. UNLIQ BAL OF ADV
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DATE _____

LOCAL AGENCY _____

WAREHOUSE SITE _____

[illegible]